



Total Force Administration System Drill Management Module (TFAS DMM) to MFR 2012 Admin Symposium

**Mr. Gary Johnson
TFAS DMM Project Manager
PM Information Systems and Infrastructure
Marine Corps Systems Command
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Agenda

- Key Features
- Systems Overview – TFAS DMM
 - MARADMIN 245-12
 - Helpful Tools
 - Common Trends
- Systems Overview – MCMEDS
- Systems Overview - RTAMMS
- Questions?
- Supplemental Slides



Key Features

➤ Individual

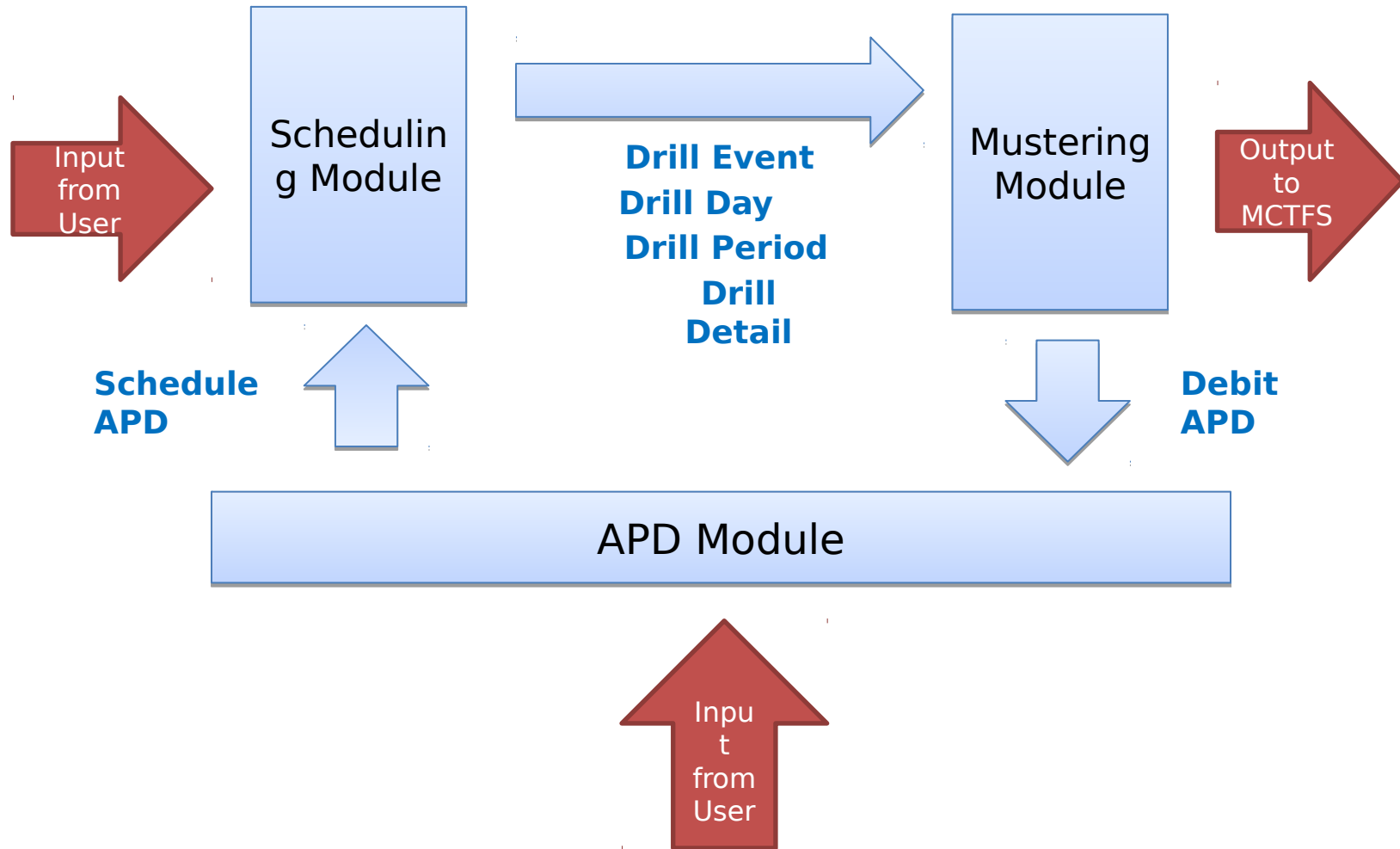
- Request Regular IDTs and APDs
 - Proxy, Muster Manager and Schedule Creators Can Request On Behalf Of
- View individual drill schedule
- View individual drill history
 - With CAC Reader DM Can Be Accessed From Home

➤ Command

- Common operational picture of unit drill status
- Electronic mustering
- Reporting capability
- Enforcement of policy
- APD management - visibility of where they are
- Ability to attach documents to scheduled drills (e.g. LOI)



TFAS DMM System Overview



MARADMIN 245-12

- Required Documentation
 - Commanding Officer /OpSponsor (Approver) - Assumption of Command Letter
 - I-I, OIC, Det Commander (Trusted Agent) - NAVMC 111119 & DD Form 577
 - APD Manager - DD Form 577
 - Muster Manager - NAVMC 111119 & DD Form 577
 - Muster Official, Proxy, Schedule Creator and Reviewer - DD Form 577
- DM Currently only allows one document for each role
 - Update to allow multiple documents will be implemented 4 October 2012
 - For multiple documents, scan them together into one document and upload
- Reporting Required via DM
- APDs will no longer be reported via UDMIPS effective 15 June



Helpful Tools

- Reports
 - Drills Created Never Mustered
 - Drills Certified Not Exported
 - All reports exportable in Excel
- Notifications
 - Notifications on Landing Page
 - Notifications sent via email
- Corrective Actions
 - Research Failed Transactions within DMM
 - All failed transactions post on RUC's DFR
 - Resubmit Failed Transactions

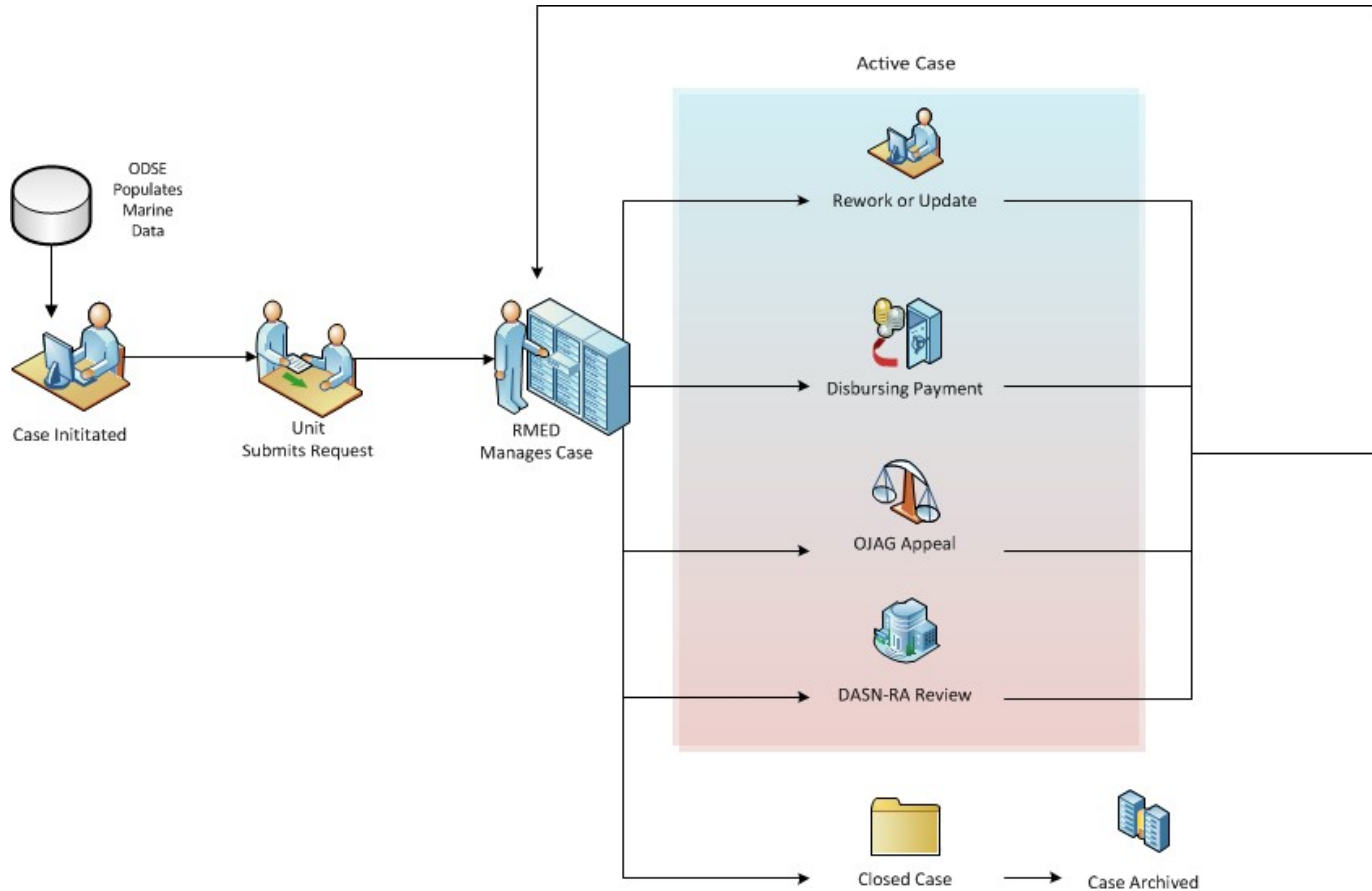


Common Trends

- Marines not in a valid Pay Status
- Marines not in a valid Record Status/Strength CAT
- One drill period created instead of two
- Submitting drills for someone over 48 drills



DMM MCMEDS System Overview



Helpful Tools

- Reports
 - Active Cases
 - All reports exportable in Excel
- Notifications
 - Notifications sent via email to Case Administrators; Approvals, Disapprovals, and Returned for Edits

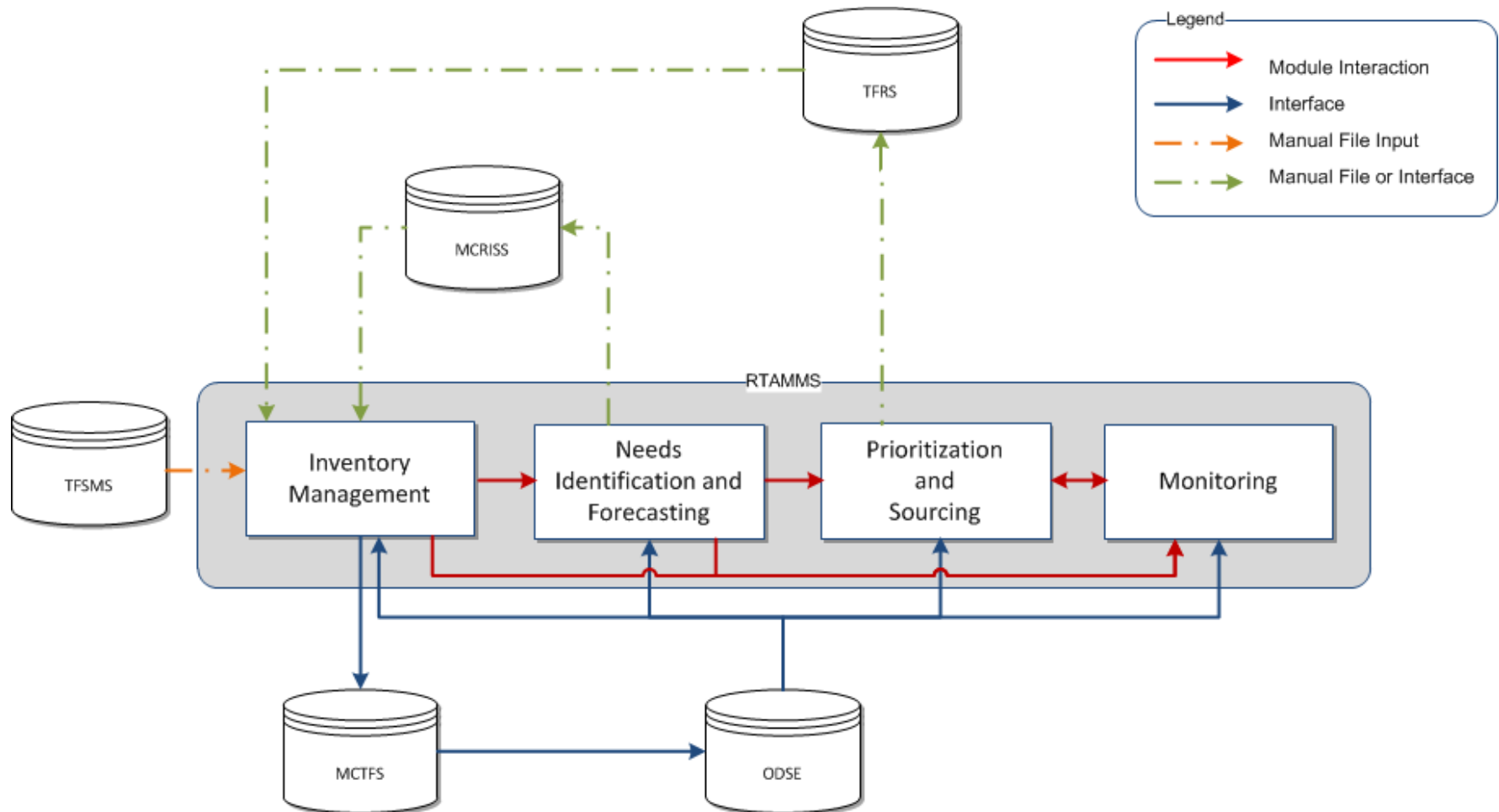


Common Trends

- Case Administrators unable to create case for Marine
 - Marines must be joined to Reserve RUC
- Case Administrators submit wrong Update Request



RTAMMS System Overview



RTAMMS Anticipated Module Delivery Schedule

- Inventory Management Module
Proposed Release Date: 8 Nov 2012
- Needs Identification and Forecasting Module
Proposed Release Date: 7 Mar 2013
- Prioritization and Sourcing Module
Proposed Release Date: 9 Jul 2013
- Monitoring Module
Proposed Release Date: 7 Nov 2013



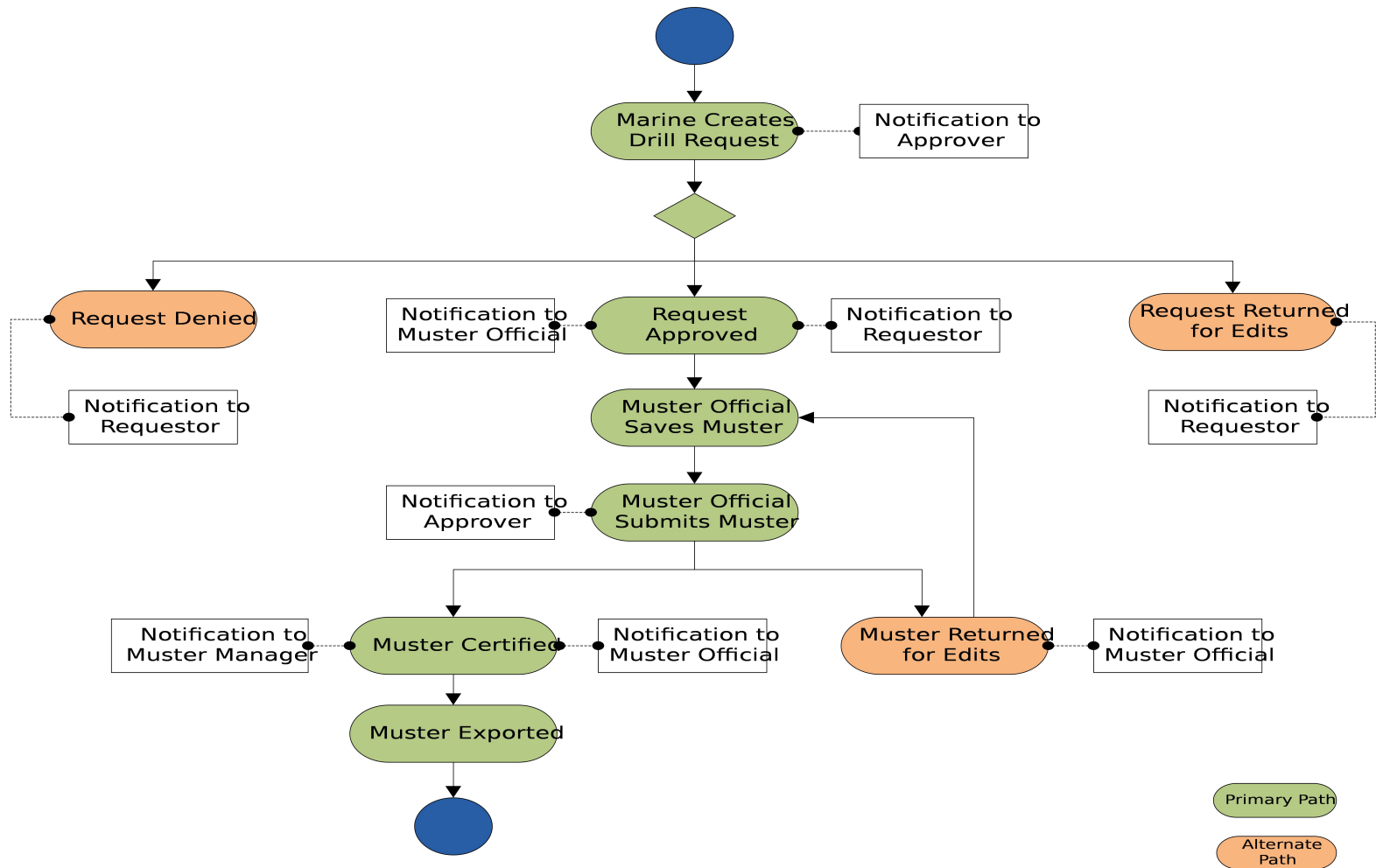
Q&A

Questions and Answers

i | R



PAID DRILL PROCESS



Roles and Responsibilities

User Role	Explanation	Held By*
DM Manager	Grants or removes user roles.	E8 or Higher
Schedule Creator	Generates the schedule for Unit and on behalf of another Marine	E6, GS-5 or Higher
Reviewer	Reviews RIDT (Rescheduled Individual Duty for Training) and APD (Additional Paid Drill) requests for an individual Marine.	E4, GS-6 or Higher
Proxy	Submits individual requests on behalf of another Marine.	E4, GS-4 or Higher
Muster Official	Substantiates attendance at a drill.	E4, GS-4 or Higher
Muster Manager	Prepares the muster and exports transactions to MCTFS. Submits individual requests on behalf of another Marine. Initiate Corrective Action Requests	E6, GS-5 or Higher
Approver	Certifies the unit schedule, individual requests, and the muster sheet.	Commanding Officer or Operational Sponsor
Trusted Agent	Acts as the Approver in his absence.	Officer, E8 or GS-6 or Above
APD Manager	Manages distribution of Additional Paid Drills for a unit.	E6 or Higher

Roles and Responsibilities

User Role	Explanation	Held By
Case Administrator	Generates and submits for review Line of Duty (LOD) and Medical Hold (Med Hold) requests for individual Marines.	Limited Duty Coordinator (LDC), Medical Department Coordinator (MDR), Alternate
Case Reviewer	Performs unit level review of LOD and Med Hold requests prior to submission for approval.	CO/OIC/I-I, OSO, OpSponsor
Medical Reviewer	Conducts the medical review of LOD and Med Hold requests at RMED.	RMED Medical Staff
Admin Reviewer	Conducts the administrative review of LOD and Med Hold requests at RMED. Prepares and exports unit diary transactions into the Unit Diary Marine Integrated Personnel System (UD/MIPS). Manage News Articles, Forms, Unit and Case Assignments.	RMED Administrators
Case Approver	Approves LOD and Med Hold requests.	RMED Approver, OJAG, DASN, Finance Office
HHQ Reviewer	Has view only access to all cases in MCMEDS.	HQMC, MMSO
MCMEDS Manager	Grants or removes user roles	RMED Users
DM Manager	Grants unit level access to the Case Administrator or Case Reviewer roles	Personnel Officer/Chief E8 or Higher



Home Page

The screenshot displays the MARINES Home Page. At the top, a dark blue navigation bar contains the 'MARINES' logo, 'Drill Manager', and 'MCMEDS' tabs. To the right of these tabs, the user's name 'CTR MARJORIE TRADER' is displayed, along with links for 'Support User', 'Account Management', 'My Account', 'Logout', and 'Help'. Below this bar is a horizontal menu with links: 'Home', 'Schedule', 'Reports', 'Unit Management', 'APD Management', 'Unit Diaries', 'Holds', 'Corrective Action', and 'Support User'. The main content area is divided into three sections on the left side, each with a red header and a left-pointing arrow. The first section, 'Notices - SUPPORT', lists several links: 'View drills ready to muster', 'View approved drills', 'View declined drills', 'View draft drills', 'View musters returned for edits', 'View submitted musters', 'View requested drills', 'View drills returned for edits', and 'View courtesy drills to muster'. The second section, 'Schedules', contains a 'My Units' list with the following entries: 'SUPPORT', 'Deputy Assistant Secretary of the Navy', 'Finance Office', 'HEADQUARTERS BATTALION', 'Military Medical Support Office', and 'Office of the Judge Advocate General'. Below this is a 'My Bookmarks' section with a 'Bookmark' icon and an empty list. The third section, 'Announcements - hover over title to read', displays a list of announcements with dates and titles: '05/08/2012 Accessing DM from private computers', '06/20/2012 EDIPI for Navy Corpsmen', '04/27/2012 DM Managers Assigning Permissions', '06/24/2012 NEW MCMEDS Release and Permissions', and '06/05/2012 Attention IMA Reservists'. The right side of the page is a large, empty light gray area.



Schedule

MARINES

Drill Manager

MCMEDS

CTR MARJORIE TRADER

Support User

Account Management

My Account

Logout

Help

Home

Schedule

Reports

Unit Management

APD Management

Unit Diaries

Holds

Corrective Action

Support User

< July 2012 >

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Schedules

My Units

SUPPORT

Deputy Assistant Secretary of the Navy

Finance Office

HEADQUARTERS

BATTALION

My Bookmarks

Bookmark

Notices - SUPPORT

View drills ready to muster

View approved drills

View declined drills

View draft drills

View musters returned for edits

View submitted musters

View requested drills

View drills returned for edits

View courtesy drills to muster

SUPPORT

Fiscal Year 2012

Day Week Month Year List

October 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Supplemental Slide - Screen Shot

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Reports

MARINES Drill Manager

LTCOL TIMOTHY WOOD | Logout | My Account | Help

HomeScheduleReportsAccount ManagementUnit ManagementAPD ManagementUnit DiariesHolds

Drill Unit Summary

View the drill status and drill type for your unit for the current fiscal year. Each Marine assigned to your unit is displayed with their fiscal year to date Drill Status and Drill Type.

REPORT BENEFITS

Trend Analysis: Gives the unit leader the ability to potentially identify trends such as Marines who : are repetitively granted Excused Absences OR Marines who are repetitively Unauthorized Absence.

Drill Usage Identification: Gives the unit leader the ability to identify which Marines are utilizing the different types of drills available (Such as a Marine who requests often Rescheduled Inactive Duty for Training).

Drill Attendance Percentage

View the attendance percentages of your unit for a Drill Weekend. This report displays the percentage of Marines who attended a drill weekend for the current fiscal year to date.

REPORT BENEFITS

Trend Analysis: Gives the unit leader the ability to potentially identify trends that affect drill scheduling (Such as a scheduling a drill during a midterm finals for your local University may result in a lower drill percentage rating).

Readiness Analysis: Gives the unit leader the ability to analyze the readiness of the unit.

Apd Management

View the usage of additional paid drills of your unit. This report displays the current year to date totals for Allocated, Sub-Allocated, Scheduled, Used, and Percent used by APD Type.

REPORT BENEFITS

Trend Analysis: Gives the unit leader the ability to potentially identify trends that affect the usage and scheduling of Additional Paid Drills.

Drill Usage Identification: Gives the unit leader the ability to readily identify which types of APDs are utilized within the unit.

RIDT Requests

View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.

REPORT BENEFITS

Trend Analysis: View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.

Readiness Analysis: View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.

Scheduled Drills

View the scheduled drills and makeup drills with pay for each member of your unit.

REPORT BENEFITS

Trend Analysis: Gives the unit leader the ability to potentially identify individuals who may not utilize all authorized paid drills in a calendar year.

Drill Usage Identification: Gives the unit leader the ability to identify the number of drills an individual Reservist has scheduled and any paid makeup drills ensuring full utilization of authorized paid drills.

Supplemental Slide – Screen Shot

19

The logo is circular with a gold border. Inside, there's a globe with a red and white design. The text "MARINE CORPS SYSTEMS COMMAND" is written around the top inner edge, and "PROGRAM MANAGER" is at the bottom. There are also some smaller, less legible text elements within the design.

Account Management

MARINES Drill Manager MCMEDS CTR MARJORIE TRADER Support User Account Management | My Account | Logout | Help

Account Management

Filter

Unit Type: **SMGR**

Unit: **AAAAA - SUPPORT**

Company:

Platoon:

Work Section:

Last Name:

First Name:

Rank:

SSN:

Permission: **All Members**

Filter **Clear**

Notices - SUPPORT

- View drills ready to muster
- View approved drills
- View declined drills
- View draft drills
- View musters returned for edits
- View submitted musters
- View requested drills
- View drills returned for edits
- View courtesy drills to muster

SUPPORT

Account Management **Add User**

Found 9 users with permissions

LAST NAME	FIRST NAME	RANK	SSN	RUC	CO	PL	WS	PERMISSIONS
BERTHA	RAMEL	CIV	5556	AAAAA				Support
BRISTOW	CHRISTINA	CIV	4203	AAAAA				Support
HARO	ALEX	CIV	0000	AAAAA				Support
POOLE	KEVIN	CIV	2222	AAAAA				Support
RUTHERFORD	CHARLIE	CIV	1111	AAAAA				Support
SMITH	HIRAM	CIV	0000	AAAAA				Support
SPENCER	DARYL	CIV	3955	AAAAA				Support
TAYLOR	TREVOR	CIV	5555	AAAAA				Support
TRADER	MARJORIE	CTR	4581	AAAAA				Support, Case Administrator



APD Management

MARINES Drill Manager

MARFORRES APD | Logout | My Account | Help

[Home](#)
[Schedule](#)
[APD Management](#)

Requests Management

Subordinate Requests

Quick Links

Edit MARFORRES Authorization

Notices

MARFORRES
 1 Account permission modified
 APD balance 5,600
 6,000 APDs authorized

Search For Unit

APD Allocation: Balance

Edit Authorization | Save & Notify | Reset

To update balance, type directly into the table cell. You may increase or decrease values.

View Balance of Subordinates

Fiscal Year 2010

	ATP/RMP-O	ATP/RMP-E	AFTP-O	AFTP-E	FHD-O	FHD-E
MARFORRES Authorized	1000	1000	1000	1000	1000	1000
MARFORRES Balance	900	900	1000	1000	900	900
Total Balance	100	100	0	0	100	100
3D ANGLICO MARFORRES Balance	0	0	0	0	0	0
3D CIV AFF GRP MARFORRES Balance	0	0	0	0	0	0
4TH ANGLICO MARFORRES Balance	0	0	0	0	0	0
4TH CIV AFF GRP MARFORRES Balance	0	0	0	0	0	0
4TH MARDIV MARFORRES Balance	0	0	0	0	0	0
4TH MAW MARFORRES Balance	0	0	0	0	0	0
4TH MLG MARFORRES Balance	0	0	0	0	0	0
5 CIV AFF GRP MARFORRES Balance	0	0	0	0	0	0
IMA DETACHMENT Balance	100	100	0	0	100	100
INTEL SPT BN MARFORRES Balance	0	0	0	0	0	0



Muster Sheet

MARINES Drill Manager
LTCOL TIMOTHY WOOD | Logout | My Account | Help

Home | Schedule | Reports | Account Management | Unit Management | APD Management | Unit Diaries | Holds

Muster Status
Muster Certified

Drill Type
REG

Filter
Name/SSN
Rank:
Unit
Company: all (49)
Platoon: all (49)
Work Section: all (49)
Status:
All statuses

ABCD (WS) (88831)

Muster Sheet
Back Print

☐ Full Screen
☒ Show Muster Stats
☐ Show RS/SC
☒ Show Comments

Last Name	FMI	Rank	SSN	02/06 07:30	02/06 12:30	02/07 07:30	02/07 12:30	Comments
ADAMS	K	LCPL	0000	NS	NS	NS	NS	• Mobilized 12/01/2008-01/04/2010
ANDERSON	L	MAJ	0000	NS	NS	NS	NS	• Mobilized 12/01/2008-01/04/2010
BAILEY	J	MSGT	0000	X	X	X	X	
BAKER	P	LCPL	0000	X	X	X	X	
BARNES	J	MAJ	0000	NS	NS	NS	NS	• Mobilized 06/12/2008-12/31/2009
BELL	R	LTCOL	0000	X	X	X	X	
BENNETT	G	LTCOL	0000	NS	NS	NS	NS	• Mobilized 09/06/2006-12/31/2009
BROOKS	A	LCPL	0000	X	X	X	X	
COLLINS	D	LCPL	0000	X	X	X	X	
COOK	W	LCPL	0000	X	X	X	X	
COOPER	C	LCPL	0000	X	X	X	X	
COX	P	LCPL	0000	X	X	X	X	
GARCIA	C	SGT	0000	X	X	X	X	
GONZALEZ	M	CPL	0000	X	X	X	X	
GRAY	S	SGT	0000	X	X	X	X	
GREEN	V	LCPL	0000	NS	NS	NS	NS	• Mobilized 12/01/2008-01/04/2010
Total Marines				49	49	49	49	
Present - Satisfactory				37	37	37	37	
Other than Satisfactory				12	12	12	12	



MCMEDS Home Page

MARINES
Drill Manager
MCMEDS
CTR MARJORIE TRADER
Support User
Account Management
My Account
Logout
Help

Home
Manage Requests
Reports
Administration

Notices
No Notices

Articles
Please check forms* 06/29/2012

Forms
DEMOBILIZATION PAGE 11.pdf 06/29/2012
Employer 204g with instructions.pdf 06/29/2012
Employer 204h with instructions.pdf 06/29/2012
Instructions for the Migration of Active Cases in MCMEDS.doc 06/29/2012
MEDICAL HOLD PAGE 11.pdf 06/29/2012
MRMC Check In Sheet rev13MAY08.pdf 06/29/2012
MRMC Check Out Sheet rev13MAY08.pdf 06/29/2012
New Unemployed certification.pdf 06/29/2012
New Unit Certification.pdf 06/29/2012
Physician's Recommendations Sheet.pdf 07/11/2012
Privacy Act Statement.pdf 05/24/2012
Privileges and Responsibilities Statement.pdf 05/24/2012
REQUIRED DOCUMENTATION LOB.doc 07/13/2012
REQUIRED DOCUMENTATION MH.doc 07/13/2012
RMED Med Hold Guidance 2009-10-23.ppt 06/29/2012
RMED Phone Roster.doc 06/29/2012
Reserve RCC.pdf 06/29/2012
SECNAVINST 1770.3D.pdf 06/29/2012
Waive LOB benefits.pdf 06/29/2012

Pending Action
Prev Page 1 of 7 Next

Last Name	Rank	SSN	Control #	Unit Name	Status
Obfuscated Data	SGT		MH2012-121	4TH CIV AFF GRP MARFORRES	Pending Admin Review
	SGT		MH2012-120	4TH CIV AFF GRP MARFORRES	Pending Admin Review
	SGT		MH2012-119	PERS RET & PROC CO (-) H&S BN 4TH MLG	Pending Admin Review
	LCPL		MH2012-9	RFL CO B 1/23 4TH MARDIV	Pending Admin Review
	CPL		MH2012-41	COMBAT ENGR CO D 4TH CEB 4TH MARDIV	Pending Admin Review
	SGT		MH2012-1	COMBAT ENGR CO D 4TH CEB 4TH MARDIV	Pending Admin Review
	CPL		2012-96	LNDG SPT CO C 4TH LSB 4TH MLG	Pending Medical Review
	CPL		2012-9	LNDG SPT CO C 4TH LSB 4TH MLG	Pending Medical Review
	CPL		MH2012-40	H&S CO 1/25 4TH MARDIV	Pending Admin Review
	CPL		MH2012-42	COMBAT ENGR CO B 4TH CEB 4TH MARDIV	Pending Admin Review
	CPL		MH2012-75	COMBAT ENGR CO B 4TH CEB 4TH MARDIV	Pending Admin Review
	GYSGT		MH2012-118	HQTRS BN 4TH MARDIV	Pending Admin Review
	SGT		MH2012-12	HQ CO 6TH COMM BN 4TH MLG	Pending Admin Review
	SGT		MH2012-117	B&T OPS CO B (-) 4TH LSB 4TH MLG	Pending Admin Review
	SGT		MH2012-79	B&T OPS CO B (-) 4TH LSB 4TH MLG	Pending Admin Review
	LCPL		2012-89	ARTY BTRY G 3/14 4TH MARDIV	Pending Admin Review
LCPL			2/14 4TH MARDIV	Pending Medical Review	
LTCOL		MH2012-116	INDIVIDUAL READY RESERVE	Pending Admin Review	
MSGT			2/14 4TH MARDIV	Pending Medical Review	



MCMEDS Reports

MARINES

Drill Manager

MCMEDS

CTR MARJORIE TRADER

Support User

Account Management

My Account

Logout

Help

Home

Manage Requests

Reports

Administration

Active Cases

The Active Cases Report provides the most salient information about a case in MCMEDS. It is designed to provide a brief and significant picture about cases in an active status.

REPORT BENEFITS

Trend Analysis:

Provides a list of requests overdue an update, and the amounts of incapitation pay authorized.

Readiness Analysis:

Provides a list of Marines in an injured status.

Combat Designation Report

The Combat Designation Report provides a summary of Med Hold cases by combat/non-combat designation, based on the duty status at the time of the injury. There is a further breakdown by Combat Theater for those cases that are designated as having a combat-related injury.

REPORT BENEFITS

Trend Analysis:

Readiness Analysis:

Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.

Length of Medical Hold Report

The Length of Med Hold Report provides a summary of Med Hold cases based on a predetermined breakdown (less than 30, 30 – 59, 60 – 89, 90 – 179, 180 – 365, greater than 365) of the amount of days that have transpired since the request was last approved for Medical Hold.

REPORT BENEFITS

Readiness Analysis:

Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.

Diagnosis Category Report

The Diagnosis Category Report provides a summary of Med Hold cases based on the injury diagnosis category.

REPORT BENEFITS

Readiness Analysis:

Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.

Housing Status Report

The Housing Status Report provides a summary of Med Hold cases based on the type of lodging reported for the injured Marine.

REPORT BENEFITS

Readiness Analysis:

Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.

Gains and Losses Report

The Gains and Losses Report provides an aggregate of new and closed LOD and Med Hold cases.

REPORT BENEFITS

Readiness Analysis:

Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.



MCMEDS Administration

The screenshot displays the MCMEDS Administration web application. The top navigation bar includes the MARINES logo, Drill Manager, MCMEDS, and user information for CTR MARJORIE TRADER. The left sidebar contains links for Home, Manage Requests, Reports, Administration, News, Forms, Manage Units, Manage Cases, and User Billets. The main content area is titled 'Manage Billets' and features two dropdown menus for 'Unit Type' (set to SMCR) and 'Unit' (set to AAAA - SUPPORT). A modal dialog titled 'Manage Billets' is open, showing 'Unit: SUPPORT' and 'User: CIV RAMEL BERTHA'. The dialog includes checkboxes for 'Admin Chief', 'CO/IC', 'I&I', 'LDC', and 'MDR', along with 'Save' and 'Cancel' buttons. In the background, a table lists personnel with columns for LAST NAME, FIRST NAME, RANK, and BILLETS.

LAST NAME	FIRST NAME	RANK	BILLETS
BERTHA	RAMEL	CIV	
BRISTOW	CHRISTINA	CIV	
HARD	ALEX	CIV	
POOLE	KEVIN	CIV	
RUTHERFORD	CHARLIE	CIV	
SMITH	HIRAM	CIV	
SPENCER	DARYL	CIV	
TAYLOR	TREVOR	CIV	
TRADER	MARJORIE	CTR	

